

Minutes from Academic Standards committee meeting held on Tuesday, September 29th at 3:30 P.M.

Faculty members in attendance: Emily Grundstad-Hall, Kwaku Nti, Kathy Schaefer, and Jennifer Zettler (Senate Liaison),

Ex-officio members in attendance: Delana Gajdosik-Nivens, Rock McCaskill, and Nancy Remler

1. It was decided that Kathy Schaefer would serve as Chair.
2. The committee discussed the unusual nature of the Academic Standards committee. This committee has two separate and independent subcommittees (Academic Appeals and Student Conduct) that have distinct duties and memberships. After a discussion of the committee's mission, the group proposed a revision of the bylaws, which includes removing the Student Conduct Subcommittee.

Mission

The Academic **Appeals and** Standards Committee shall hear appeals on undergraduate academic admission and readmission and shall be responsible for recommending policies related to the Academic **Standards of the University**. ~~Honor Code and the Code of Conduct. The Academic Standards Committee shall consist of two Subcommittees: The Academic Appeals Subcommittee and the Student Conduct Subcommittee.~~

Membership

The Academic **Appeals and** Standards Committee shall be composed of six (6) faculty members, with at least one faculty member from each of the four colleges; along with the following ex-officio, ~~non-voting~~ members: the Vice President for Student Affairs or his or her designee; the **Provost and** Vice-President for Academic Affairs or his or her designee; the Registrar or his or her designee; the University Appeals Officer; a representative from the Counseling Services Office, **and the Director of Academic Advisement.** ; ~~and four non-voting student members. The four students shall be the President and Vice-President of the Student Court, the President of the Student Government Association, and one student at large.~~

Reports

The committee will submit reports to the Secretary of the Faculty Senate. The **summary of** decisions of ~~the Academic Appeals Subcommittee~~ will be available to Senators but are not subject to a vote of the body of the whole. ~~The recommendations from the Student Conduct Subcommittee will be included in the materials to be considered and voted upon by the Senate as a whole.~~

~~Academic Appeals Subcommittee~~

~~Duties~~

~~The Academic Appeals Subcommittee shall be informed and make decisions~~

~~regarding students' appeals for academic admission and readmission.~~

~~Membership~~

~~The Academic Appeals Subcommittee shall be composed of the six faculty members of the Academic Standards Committee along with the following ex-officio, non-voting members: the Vice President for Student Affairs or his or her designee, the Vice President for Academic Affairs or his/her designee, the Registrar or his or her designee, the University Appeals Officer, and a representative from the Counseling Services Office. The representative from the Counseling Services Office may be the designee for the Vice President for Student Affairs. The University Appeals Officer will serve as chair of this subcommittee so long as he/she is a full time member of the faculty.~~

~~Meetings~~

~~The Academic Appeals Subcommittee shall meet **will be heard** a minimum of six (6) times per academic year: **ideally** the first weekday in August, two days before the start of fall semester classes, mid-November, two days before the start of spring semester classes, mid-April, and one day before the start of summer classes.~~

~~Reports~~

~~This subcommittee shall report a summary of their decisions to the Academic Standards Committee for informational purposes only.~~

~~Student Conduct Subcommittee~~

~~Duties~~

~~All rules and regulations relating to student conduct that are proposed by any University official, committee, or student group, and for which sanctions may be imposed in the name of the University, must be submitted to the Student Conduct Subcommittee for consideration and review prior to submission to the Faculty Senate and the student body. The Student Conduct Subcommittee will also select the members of the Student Court.~~

~~Membership~~

~~The Student Conduct Subcommittee shall be composed of the six (6) faculty members and the four (4) student members of the Academic Standards Committee, and the Vice President of Student Affairs or his or her designee. The Vice President of Student Affairs or his or her designee will have voting rights on this subcommittee.~~

~~Meetings~~

~~This subcommittee shall meet at the beginning of the academic year to determine student membership. Otherwise, this subcommittee will meet when necessary.~~

~~Reports~~

~~This subcommittee shall report their decisions and make recommendations to the~~

~~Academic Standard Committee for their approval.~~

Rationale: Student Conduct has historically been under the purview of Student Affairs. Therefore, the Academic Standards committee recommends removing this subcommittee from Senate control but requests that Student Affairs invite faculty representation to review Student Court nominations. This committee has never been involved in policy regarding student conduct despite this being listed as a duty of the Student Conduct Subcommittee. Student conduct policies are written and enforced by Student Affairs. Furthermore, faculty members with limited serving terms are not legally qualified to assess sanctions from violations of student conduct. With the reorganization of and expertise of the leadership of the Dean of Students and Assistant Dean of Student Integrity within Student Affairs, issues related to student conduct and Title IX violations should not be managed by faculty members. Academic Standards and Appeals should be the focus of the Academic Standards Senate Standing committee.

3. The committee also discussed the two charges given by the Senate.

Charge: “Draft recommendations for an official withdrawal policy for students affected by military deployments.”

Response: The duties of the Academic Standards committee do not cover withdrawal policies (only student appeals and readmissions). The University has a policy in place for Military withdrawals as required by the Federal Government.

Charge: “Review policies related to academic standards in the university catalog and draft recommendations for changes (if any).”

Response: The Academic Standards Subcommittee brought forth to Senate changes to academic standards which were approved in May 2015. These changes were passed and are reflected in the current academic catalog (2015-2016) and will be enacted in 2016.

4. On Monday, September 21, 2015 Roger Butler, Delana Gadjdosik-Nivens, Rock McCaskill, Nancy Remler, Shannon Vo, and Jennifer Zettler met to discuss how to improve the student notification process for the status of academic appeals and renewals.

Meeting was adjourned at 4:30 P.M.

Military Withdrawal Appeal

Please explain in detail your reason for appeal. Provide all applicable documents supporting your request for a military withdrawal. If you are requesting an appeal based on missing the Military Withdrawal deadline please explain why you were not able to meet the deadline.

- Semester or Course Withdrawal Form (turn into Veterans Affairs Office)
If completing the appeal after the end of the term this is not required.
- Military Orders
 - o Reasons accepted
 - Activation
 - PCS (Permanent Change of Station Orders)
 - Other mandatory military obligations that interfere with student completing courses successfully.
 - o If official orders are not available students Commanding officer may complete an official memo, it must include:
 - Reason, Dates, Times (if applicable), Point of Contact (Commanding Officer's contact info)

Name: _____ Student ID: _____

Term Requesting Military Withdrawal Fall Spring Summer Year _____

Armstrong Email: _____ Phone: _____

Student Signature: _____ Date: _____

Official Use Only	
Appeal:	
Approval <input type="checkbox"/>	Denial <input type="checkbox"/>
Signature: _____	Date: _____
Denial Reason: _____	

Military Withdrawal SOP

- Student must complete a Semester or Course Withdrawal Form (turn into Veterans Affairs Office)
 - o Must have all appropriate signatures from instructors
 - o Must have all appropriate signatures from Financial Aid, Veterans Affairs, housing, and if applicable Athletics
- Student must turn in Military Orders (turn into Veterans Affairs Office)
 - o Examples below: (full list from **BoR Policy 7.3.5.3, Military Service Refund** at bottom)
 - Activation
 - PCS (Permanent Change of Station Orders)
 - Other Military obligations that interfere with student completing courses successfully.
 - o If official orders are not available students Commanding officer may complete an official memo, it must include:
 - Reason
 - Dates
 - Times (if applicable)
 - Point of Contact (Commanding Officers contact info)
 - o Examples of Military Obligations that are not eligible for Military Withdrawals are: (but are not limited to)
 - ETS Orders (Estimated Termination of Service or End of Time in Service)
 - Non-Mandatory Training
 - Students who begin classes while deployed and are unable to complete classes
- Veterans Affairs Office must sign off on orders stating they meet the requirements
- Veterans Affairs Office processes the Military Withdrawal and turns documentation into Faculty Services office.
- Students must request Military Withdrawal and turn in all required documentation within 10 business days of end of military obligations or receipt of PCS Orders.
- Students may receive a Partial Military Withdraw if the circumstances call for it.
 - o Examples:
 - Student in 3 on campus hours and 9 online hours and receive deployment orders.
 - Student in one day time class and one night class. Orders change so student not able to attend day class. Orders must show that there was a change after the semester began.
 - One professor not able to work with students if they miss multiple classes in a row. **Cannot be successful.**
 - o Students **MUST** speak with Financial Aid if receiving FA due to the fact this could affect FA disbursement.
- Student will receive WM as grade
- Student will receive full refund of payment for tuition and fees with a full Military WD
 - o This does not include books, parking, or any other expenses paid
- Student will receive partial refund if Partial Military withdrawal is approved
- Students record **will** still reflect attempted hours
 - o This will not affect future FA however.
- **BoR Policy 7.3.5.3, Military Service Refund**
Subject to institutional policies, full refunds of tuition and mandatory fees and pro rata refunds of elective fees are hereby authorized for students who are:
 - o Military reservists (including members of the National Guard) who, after having enrolled in a USG institution and paid tuition and fees, receive orders to active duty or are reassigned for temporary duty or mandatory training that prevents completion of the term; (BoR Minutes, June 2011)
 - o Commissioned officers of the United States Public Health Service Commissioned Corps (PHSCC) who receive deployment orders in response to a public health crisis or national emergency after having enrolled in a USG institution and paid tuition and fees; (BoR Minutes, February 2010)
 - o Active duty military personnel who, after having enrolled in a USG institution and paid fees, receive reassignment or a temporary duty assignment or a training assignment that would prevent completion of the term; (BoR Minutes, June 2011) or,
 - o Otherwise unusually and detrimentally affected by the activation of members of the reserve components or the deployment of active duty personnel of the Armed Forces of the United States who demonstrate a need for exceptional equitable relief. (BoR Minutes, June 2011)
- **2.5.2 Withdrawal for Military Service: Refunds and Grades (Academic and Student Affairs Handbook)**
The following administrative guidelines are established for implementation of this action:
 - o Students must officially withdraw and present official orders to qualify for refunds of tuition and fees.
 - o Elective fees are pro rated according to the date that the student officially withdraws.
 - o A student who withdraws and receives a full tuition refund will receive a grade of "WM," military withdrawal, for all courses. A grade of WM entails no penalties that would ordinarily apply for federal or state aid. For example, the student does not have to pay back money already spent for books and fees, and a WM does not count against attempted hours for HOPE.
 - o Requests for exceptional relief are made directly to the president of the institution. The president will make a determination on each request expeditiously.